Lg Master

User & Manager instructions

E-KEY- If E-key is enabled the users E-key must be entered after every code entry for opening. The screen will prompt you to enter when required.

Opening the Lock

1. Press any button to power up the keypad
2. Enter user ID followed by six (6) digit combination.
3. Approx. 2 seconds after screen displays OPEN the lock can be opened.
4. Turn handle. Pull door open.

- **INVALID CODE ENTRY** – Screen displays ERROR
- **VALID CODE ENTRY**- Screen displays OPEN

Opening the Lock with Time delay

1. Press any button to power up the keypad
2. Enter user ID followed by six (6) digit combination. Delay period starts. The LCD screen will start to count up the time delay period
3. At end of delay period open period starts. The screen will flash and the keypad will emit periodical beeps
4. Re-enter ID and code during open period to open

Opening the lock with Dual Combination Operation *(feature must be pre-enabled)*

1. If time delay is active, one User code will start the delay period. Both codes must then be entered to open the lock during the open period
2. To open, enter both codes, one after the other. Any 2 valid opening codes can be used

Opening the Lock with Time Delay Override Operation *(feature must be pre-enabled)*

1. User 49 must be added (see ADD USER if this has not been configured by your installer), this is the only user with the ability to bypass an enabled time delay
2. Entry of override code during Delay period will open the lock
3. Entry of override code at any time will immediately open the lock
4. If dual combination is enabled another user must enter their code prior to entering user 9

Opening the lock with Silent Signal Alarm *(feature must be pre-enabled, duress interface required)*

1. Enter code as normal but enter the last digit one number HIGHER or LOWER

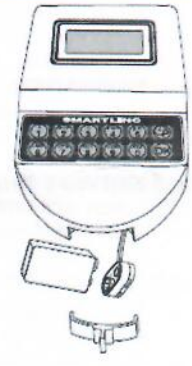
EG: code = 123456. Duress code is 123455 or 123457
The lock will open without any indication duress has been sent

Changing your code

Always perform operation with the door open

1. Enter user ID, then enter "Zero" six times
2. Enter your existing six (6) digit code once
3. Enter your NEW six (6) digit code two times
4. If entered successfully screen will display CODE UPDATED
5. If a mistake has been made screen will display ERROR. Start again from step 1
6. test lock operation several times before closing the door

Changing the Battery



Remove black plastic battery compartment cover (located at the bottom of the keypad) by gently pulling downward on its handle. Allow the battery and its attached leads to drop down and out of the battery compartment. If it does not drop, gently pull on the battery until it drops out. Remove 9-Volt Alkaline battery and replace with new one. The connector is easily removed by unsnapping it from the two terminals on the top of the battery.
When battery is changed gently push the battery and the leads completely up into the battery compartment. Install the battery cover by placing one side of the cover in position first and then gently pressing the other side in place.

TIME MENU- ACCESSING THE TIME MENU

1. Press any button to power up the keypad. PRESS AND HOLD the P button until screen displays TIME MENU.
2. Enter the 6 digit manager code

- **NOTE-** during initial set the time menu may have been configured to allow access to everyone or only the manager
- **NAVIGATING MENU**- Press P to scroll through the options. Press OK to select options. P is also the Escape button to exit a feature without saving
- **EXITING MENU**- Continue pressing the P button until screen displays "Do you want to QUIT?" and press OK

IMMEDIATE TIME LOCK

- This feature can only be activated if the lock is used with Standard week time locking. The feature will send the lock into immediate time lock. It will not be able to open until the next standard week open window.
- To enter into immediate time lock, press OK on the 'Immediate time lock' option in the menu. Press OK again to confirm

TEMPORARY TIME LOCK

- This feature will put the lock in an immediate time lock, and allow you to set when the lock can be opened again

1. To enter a temporary time lock, press OK on the Temporary time lock option in the menu. The screen will prompt you for the time and date the lock is to next be opened, HH:MM, DD/MM/YYYY
2. Enter the required values and Press OK to confirm.

- **NOTE-** after the temporary time lock period has lapsed, any existing standard week time lock will be re-activated, and lock can only be opened again in a standard week open period.
- A maximum period of 4 weeks can be set as a temporary time lock

OPEN EXTENSION*

- "Open period +30 min" can only be used when standard week time locking is in use
- Selecting OK on this option in the Time menu will extend the current opening time by 30 minutes
- This option can be selected a maximum of 4 times per open window

*Option will not appear if this feature was disabled during initial setup

MANAGER MENU- ACCESSING THE MANAGER MENU

1. Press any button to power up the keypad. PRESS AND HOLD the OK button until screen displays MANAGER.
2. Enter the 6 digit manager code (user ID is not required)

- **NAVIGATING MENU**- Press P to scroll through the options. Press OK to select options. P is also the Escape button to exit a feature without saving
- **EXITING MENU**- Continue pressing the P button until screen displays "Do you want to QUIT?" and press OK

USERS ON/OFF

1. Press OK to access this feature from the Manager menu
2. Enter the required User ID. The screen will display the status of the user in the first line after entering.

- Users that have been blocked will display NOT VALID after entering user ID

ADDING A USER

1. Enter user ID. Screen will display "XX DELETED! INSTALL?" Press OK to continue (P to escape)
2. The screen will ask for the New Code for the user, enter a 6 digit code, enter the code again to confirm (if using the lock with E-key enter the users E-key when prompted)
3. If entered successfully the screen will then display "USER ID XX ENABLED!"

DISABLING A USER

- After entering an existing opening ID the screen will display "XX ENABLED! DISABLE?" Press OK to Disable the user (P to go to the next option)

ENABLING A USER

1. Can only be performed on users that have been disabled
2. Enter user ID, screen will display "XX DISABLED! ENABLE?" Press OK to re-enable the user

DELETING A USER

1. Can only be performed on users that are installed. After entering existing user ID the screen will always display "XX ENABLED! DISABLE?" Press the P button and the screen will then change to "XX ENABLED! DELETE?"
2. Press OK and the user will then be deleted

TIME DELAY

1. Press OK to access the Time delay feature
2. Screen will display current time delay values. Press OK change. Enter the new Delay and Open widow values, press OK to confirm.

- To remove existing time delay enter a nil value, which is DELAY 00 OPEN 01
- If reducing/removing an existing time delay, you will still have to wait the length of the existing delay before values are updated. The screen will start counting down after entering the new values

ANCILLARY MASTER FEATURES

There are several additional programming options available in the Manager Menu which are only accessible if 'Ancillary Master' has been activated during initial setup.

These features are:

TIME AND DATE

- Click OK on this option to view the currently programmed time and Date
- To alter the settings click OK and type the time and date in. Click OK when entered to confirm

TIME LOCK STANDARD WEEK

NOTE- time locking will take effect as soon as it is entered, so we strongly recommend using the PC software to setup time locking.

To reduce the event of lockout we recommend setting up time lock during a planned open window, and ensure the first value programmed is the day you are performing the setup on.

1. Click OK to enter 'standard week time lock'. Click OK on standard week ADD to enter times
2. Before entering the required times click OK until the day displayed in the top right corner is the day you wish to program in
3. Once the day is correct enter in the OPENING times you require
4. click OK to confirm or P to escape without saving

- To check the programmed time locking go to 'Standard week verify' and continue clicking the OK button to scroll through all the entered time lock values
- To DELETE any values entered go back to standard week ADD and enter a value that occurs WITHIN the lockout you wish to remove. Eg if you want to delete an open window of 1400-1700 Tuesday you must go then enter

TIME LOCK 2- this option may be enabled as an added menu option (must be enabled on initial programming). Time lock is programmed in the exact same way. You can alternate between the different time lock schedules in the System Setup section

TIME LOCK SPECIAL EVENTS

- Any dates entered in to this section will reoccur annually as a lockout period for the full day(s). We strongly recommend not entering holidays such as Easter which change dates every year

1. Click OK to enter 'Special Events'. Click OK on special events ADD to enter dates
2. Type in over the DDMM the LOCKING and then OPENING dates you wish to enter. Click OK to confirm or P to escape without saving

- To delete an entered value

PC LINK

- PC link can be used to send through Time Lock programs from the software or to extract audit trail
- Click OK on PC link to enable the keypad to receive transmission or extract audit trail.

SYSTEM SETUP- ASSIGN LOCK

- System setup is used to assign time locking schedules to the lock body.
- Features can only be performed in an open window
- NO TIMELOCK- You can remove the timelock schedule from the lockbody allowing you to open at any stage, but the keypad itself will continue to use the schedule so you will not be able to make alterations to any settings in a lockout period.
- TIME LOCK 1 or 2- If second time lock is enabled you can use this section to switch between time lock 1 and 2

1. Press OK on ASSIGN LOCK
2. The screen will display LOCK X TIME LOCK 1 or 2 if timelock is currently installed
3. To alter the settings press OK. The setting with either change to LOCK X NO TIME LOCK or it will assign the next time lock setting. Continue pressing OK until the screen displays the required setting
4. Press P to escape